



PLAN SUBMISSION APPLICATION GUIDE

FOR

BUILDING CONSTRUCTION

CITY OF RADCLIFF
(270) 351-1875

411 W. LINCOLN TRAIL BLVD.
P. O. BOX 519
RADCLIFF, KY 40159-0519

www.radcliff.org

PREFACE

This guide had been developed over the years to answer most general questions that arise regarding the process of obtaining building or plumbing permits. If this guide does not fully answer your questions or if you have more specific questions; please feel free to call the Planning and Development Department, City of Radcliff at (270) 351-1875 or the Division of Plumbing at (502) 573-0397.

FIRST STEP: When planning a new construction project, please contact our City Planner to ensure the proposed construction site is properly zoned. In many cases, substantial delays can be experienced if rezoning or zoning appeals are necessary.

SECOND STEP: Determine if our local Building Department has building code enforcement responsibility or if the project must be sent to State for review. Kentucky is unique in that code enforcement responsibilities are divided between state and local jurisdictions with virtually no duplication of code enforcement activities.

THIRD STEP: Make initial contact with the appropriate agency to determine the process for obtaining a building permit.

SUBMITTING PLANS:

SEND: One (1) complete set of architectural plans
 One (1) set of specifications if available
 One (1) application form completed in full by identifying the name and address of the building (or tenant business name), owner, architect, engineer, contractor. If the project is within a larger multi-tenant building, also identify the name of the building, i.e. Joe's Bar-B-Q House @ Southbay Shopping Center.

If further information is needed, contact:
Planning and Development Department
City of Radcliff
P. O. Box 519
Radcliff, KY 40159-0519
(270) 351-1875

PROCEDURE FOR SUBMITTING CORRECTED ARCHITECTURAL PLANS

One (1) Set of Architectural Plans and cover letter identifying project by Name and Case Number shall be submitted to the attention of the Plan Reviewer.

Plumbing Plan Submission

All plumbing plans for commercial and multi-family building projects must be pre-approved by the Division of Plumbing before a plumbing permit can be issued.

Submittal Requirements

Three (3) completed Plan Application Forms

Three (3) sets of plans containing a site utility plan, all floor plans, plumbing isometric riser diagram of the drain, waste & venting system.

Jefferson County will require a minimum of five (5) sets of plans.

****ANY FOOD SERVICE REQUIRES ONE ADDITIONAL PLUMBING PLAN TO BE INCLUDED**

All Plumbing plans shall first be submitted directly to the county Health Departments for approval in the following counties.

Adair	Fayette	Leslie	Robertson
Anderson	Fleming	Letcher	Rockcastle
Ballard	Franklin	Livingston	Russell
Barren	Fulton	Logan	Scott
Bell	Floyd	Lyon	Shelby
Bourbon	Garrard	McCracken	Simpson
Boyd	Graves	McCreary	Spencer
Breathitt	Green	Madison	Taylor
Butler	Harlan	Magoffin	Trigg
Caldwell	Harrison	Marshall	Trimble
Calloway	Hart	Mason	Warren
Carlisle	Henry	Mercer	Wayne
Carroll	Hickman	Metcalfe	Whitley
Casey	Jackson	Montgomery	Wolfe
Clark	Jefferson	Muhlenberg	Woodford
Clay	Jessamine	Nelson	
Clinton	Knott	Nicholas	
Crittenden	Knox	Owsley	
Cumberland	Lawrence	Perry	
Edmonson	Lee	Pulaski	

All plans must be submitted to local Health Department if your project has any of the following:

Food Processing	Boarding Homes	Bed & Breakfast	Correctional Facility	Tanning Beds
Grocery	Day Cares	Food Service	Hotels / Motels	Pools
Restaurant	Youth Camps	Tattoo Shops	Beaches	Concessions
Caterer	Micro-Processor	Schools	Mobile Food Unit	Food Vending
Private Water /	Food Storage	Frozen Food	Mobile Home Parks	Mobile Home &
Sewage Disposal	Facility	Lockers		RV Parks

The following cities require prior approval of the sewer system:

Louisville – Elizabethtown – Radcliff

After the above requirements are completed submit plans to:

Division of Plumbing
Office of Housing, Building & Construction
101 Sea Hero Road, Ste. 100
Frankfort, Kentucky 40601-5405

Please call Tim House or Dennis Rodgers at 502-573-0397 if you have questions regarding your plumbing plan submittal.

Office hours are 8:00 a.m. to 4:30 p.m. EST.

THE FOLLOWING IS A COMPREHENSIVE LIST OF THE DOCUMENTATION REQUIRED TO BE SUBMITTED FOR A COMPLETE PLAN REVIEW:

BUILDING PLAN REVIEW CHECKLIST

- 1) A title block which includes:
 - Type of Construction (Chapter 6 IBC)
 - Use Group (Chapter 3 KBC)
 - List all installed fire protection systems
 - List all design options
- 2) Site Plan & Site Survey (106.2, KBC)
- 3) Complete building plans showing use of all areas
- 4) All appropriate wall, floor and foundation section details
- 5) Complete door schedule including hardware schedule
- 6) Complete window and glazing schedule
- 7) Complete interior finish schedule with documentation of maximum flame spread ratings
- 8) Complete Specifications (MAY BE SEPARATE DOCUMENT OR LOCATED IN THE PLANS)
- 9) List of all fire rated assemblies and documentation of the required rating
- 10) Details showing all accessibility features (See page 8)
- 11) Floor plan showing location of aisles, storage systems, industrial equipment etc., where applicable
- 12) Statement indicating shop drawing will be submitted for all fire protection systems
- 13) Fire Suppression Design Criteria (See page 15 & 16 of Application Guide)
- 14) Electrical Plans (Show location of all exits and means of egress lighting)
- 15) List all design loads for the building
- 16) Complete information for all special occupancy requirements (Atrium, high rise and covered mall)
- 17) Complete information for all special structures (sky lights, roof, panels, awnings, etc.)
- 18) Earthquake Design Data (Section 1603.1.5) and letter of special inspections, where applicable, by Section 1613 thru 1623 and 1704 of the building code (See Page 8)
- 19) Signed and Sealed plans (when required by KRS 322/323)
- 20) Sequence of operations for all special systems (smoke control, elevator recall, etc.)

PLAN REQUIREMENTS

- 1) **GENERAL:**
Submit one (1) complete set of plans and three (3) plumbing sets of plans that have been prepared by an individual or design professional for the construction, alteration, or repair of a structure. (See Page #7 for Architects' and Engineers' requirements.) Make sure they are legible and complete for ensuring compliance with the regulations. Review the plans for compliance with the Kentucky Building Code. Plans containing the following information shall be considered meeting the requirements for plan submittals. (See Page #3 and #4 for submission procedures).
 - 2) **ARCHITECTS / ENGINEERS REQUIREMENTS:**
(See page # 7)
 - 3) **REQUIREMENTS FOR THE PHYSICALLY DISABLED:** (See Page # 8)
 - 4) **CODES CURRENTLY USED IN THE STATE:**
See Page # 21
 - 5) **ARCHITECTURAL PLANS:**
 - (A) **SITE SURVEY:** Copy of site survey bearing signature and seal of a Kentucky Registered Land Surveyor for new buildings and additions.
 - (B) **SITE DIAGRAM:** A site plan indicating the size and location of all new and existing construction on the site and distances from these buildings to lot lines. Indicate new building services, utilities, location, size and finished grades.
 - (C) **CONSTRUCTION PLANS:** Scale drawings showing foundation, floor plans and elevations, including structural framing details and notes for all walls, floors, ceilings and roofs. Electrical, plumbing and mechanical details may be shown on more than one drawing.
 - (D) **DETAILS:**
 - (1) **Section:** A cross section through one typical wall showing construction details from footing to and including roof framing. It must demonstrate compliance with the Kentucky Building Code.
 - (2) **Electrical Details:** Indicating lighting, receptacles, motors and equipment, smoke detectors, service entrance locations (size and type overhead or underground), panel size, location and number of proposed circuits. A symbol legend shall be included.
 - (3) **Plumbing Details:** Plans indicating number, type and location of fixtures, type of sewage disposal system (connection to domestic or septic system layout). Piping layout and riser diagrams shall be included.
 - 6) **ENERGY CONSERVATION CALCULATIONS:**
Forms for the necessary calculations are available on request from Frankfort or at www.energycodes.gov.
 - 7) **SEISMIC DESIGN DATA & LETTER OF SPECIAL INSPECTIONS:** (See Page # 8)
 - 8) **FIRE SUPPRESSION DESIGN CRITERIA:**
(See Pages 15 and 16)
 - 9) **PLAN APPLICATION OR APPLICATION FORM:**
One (1) copy of this sheet must be completed and attached to each set of drawings. (See Pages 11 and 12)
 - 10) **PLAN REVIEW FEE:** This office must require a plan review fee to cover plan review and field inspection services. The fee must accompany the plans in the initial submission. Fees will also be required for shop drawings (see '13' below) and should be submitted with their respective drawings. **TO CALCULATE THE FEE SEE PAGES 13 AND 14.**
 - 11) **AFFIDAVIT OF ASSURANCES:** One (1) copy of this form must be completed and submitted with drawings. (See Page 22)
 - 12) **PLUMBING SUBMISSION:** When submitting plans that relate only to plumbing, the plan set is only required to have the following:
 - (a) Site plan indicating underground piping and disposal method.
 - (b) Floor plan showing layout of all fixtures. (See 3 & 5c above)
 - (c) Plumbing riser diagram.
 - (d) Compliance with handicapped requirements, if applicable. (See Page 8)
 - (e) Specification book, if required.
 - 13) **SHOP DRAWINGS:** The following, when required, must be submitted by a registered engineer or a competent installing contractor, or licensed contractor.
 - (a) Fire Alarm System
 - (b) Fire Suppression System (Sprinkler, CO², Halon, Standpipe)
 - (c) Fuel Installation – to Hazardous Materials Section, State Fire Marshal's Office (Gasoline, LP, Fuel Oil Tanks, etc.)
 - (d) Range Hood / Exhaust system
 - (e) Range Hood Extinguishing Systems
 - (f) Boilers – to Boiler Section, State Fire Marshal's Office
 - (g) PoolsPlans above shall be completed and include all specifications.
- If these plans are to be reviewed at the time of the initial plan submittal, the plans shall be complete with all details including size, make, manufacture, anchors, hangers, covering, along with the required fee (Page 14) and a written request to review these plans.
- 14) **ELECTRICAL INSPECTION**
Before permanent electrical service can be provided and legal occupancy is issued on a building, the wiring must be approved by a state certified electrical inspector. A fee is required by the inspector. For further information about obtaining an electrical inspector, contact Planning and Development at (270) 351-1875 or call the Kentucky State Fire Marshal's Office at (502) 573-0382.

PROFESSIONAL DESIGN REQUIREMENTS

(SEE KRS 322 & 323 FOR COMPLETE REQUIREMENTS OR SECTION 122.1 OF THE 2007 CODE)

THE FOLLOWING USES OF NEW STRUCTURES, ADDITIONS OR RENOVATIONS WILL REQUIRE THE SERVICES OF EITHER AN ARCHITECT OR AN ENGINEER LICENSED IN KENTUCKY:

**TABLE 122.1
DESIGN PROFESSIONAL SEALS**

NOTE: Projects involving new structures, additions or renovations require design professional services when the building size or calculated occupant load exceeds the limits indicated by Table 122.1.

GROUP CLASSIFICATION OR SPECIAL USE	BUILDING SIZE ^e (square feet)	CALCULATED OCCUPANT LOAD ^e	ARCHITECT	ENGINEER	EITHER	NONE
Assembly	-	100 ^a	X	X	-	-
Business	10,000	100	X	X	-	-
Educational	Any size	Any size	X	X	-	-
Factory & Industrial	20,000	-	-	-	X	-
High hazard	Any size	Any size	-	-	X	-
Institutional	Any size	Any size	X	X	-	-
Mercantile	-	100	X	X	-	-
Residential	12 dwelling units ^g	50 ^h	X	X	-	-
Storage ^e	20,000	-	-	-	X	-
Special Uses						
Church buildings ^f	6,000	400	X	X	-	-
Day care	3,500 ^b	100 ^b	X	X	-	-
Farm Structures	Any size	Any size	-	-	-	X
Mixed uses	Note c	Note c	X	X	-	X
Smaller buildings	Note d	Note d	-	-	-	X
Non-building structures	-	-	-	-	-	X

*The occupant load shall be calculated using the different occupiable area within the structure to determine the requirement for an architect and engineer. To determine the calculated occupant load, please see the T1004.1.1 (below)

TABLE 1004.1.1, 2007 KBC – MAXIMUM FLOOR AREA ALLOWANCES PER OCCUPANT ^a

OCCUPANCY	FLOOR AREA IN SQ. FT. PER OCCUPANT
Agricultural building	300 gross
Aircraft hangars	500 gross
Airport terminal	
Baggage claim	20 gross
Baggage handling	300 gross
Concourse	100 gross
Waiting areas	15 gross
Assembly	
Gaming floors (keno, slots, etc.)	11 gross
Assembly with fixed seats	See Section 1004.7
Assembly without fixed seats	
Concentrated (chairs only – not fixed)	7 net
Standing space	5 net
Unconcentrated (tables and chairs)	15 net
Bowling centers, allow 5 persons for each lane including 15 feet of runway, and for additional areas	7 net
Business areas	100 gross
Courtrooms --- other than fixed seating areas	40 net
Dormitories	50 gross
Educational	
Classroom area	20 net
Shops and other vocational room areas	50 net
Exercise rooms	50 gross
H-5 Fabrication and manufacturing areas	200 gross
Industrial areas ^a (use 200 gross for determining jurisdiction and design professional requirements)	100 gross
Institutional areas	
Inpatient treatment areas	240 gross
Outpatient areas	100 gross
Sleeping areas	120 gross
Kitchens, commercial	200 gross
Library	
Reading rooms	50 gross
Stack area	100 gross
Locker rooms	50 gross
Mercantile	
Areas on other floors	60 gross
Basements and grade floor areas	30 gross
Storage, stock and shipping areas	300 gross
Parking garages	200 gross
Residential	200 gross
Skating rinks, swimming pools	
Rinks and pools	50 gross
Decks	15 gross
Stages and platforms	15 net
Accessory storage areas, mechanical equipment room	300 gross
Warehouses	500 gross

ACCESSIBILITY REQUIREMENTS FOR PHYSICALLY DISABLED

All new buildings and facilities, including temporary structures, their associated sites and facilities, shall be accessible to persons with disabilities, including, but not limited to OCCUPANTS, EMPLOYEES, STUDENTS, SPECTATORS, PARTICIPANTS, AND VISITORS. [1103.1 IBC] REVIEW SECTION 1103.2 of the IBC and KBC FOR EXCEPTIONS.

When work involves alterations, additions, change of occupancy or alterations affecting an area of primary function, please review Section 3409 of the IBC.

STRUCTURAL LOADS

1603.1.5 Earthquake Design Data: Where earthquake loads are applicable, the following earthquake design data shall be indicated on the construction documents:

1. Seismic use group
2. Spectral response coefficients S_{DS} and S_{D1}
3. Site Class
4. Basic seismic-force-resisting system
5. Design base shear
6. Analysis procedure

STRUCTURAL TEST AND INSPECTIONS

SPECIAL INSPECTIONS

The *special inspections* required by Sections 1704. The special inspectors shall be provided by the owner and shall be qualified and approved for the inspection of the work described herein.

EXCEPTIONS:

1. Special inspections may not be required for work of a minor nature if approved by the building official and the design professional responsible for the design of the structure. Structures exceeding 2 stories or 25 feet to the highest point of the structure or with a gross area exceeding 25,000 square feet shall not be considered work of a minor nature. Structures of any size assigned to Categories 2 and 3 per Table 1604.5 shall not be considered work of a minor nature.
2. *Special inspections* are not required for work of a minor nature or when warranted by conditions by the Code Official.
3. *Special inspections* are not required for building components unless the design involves the practice of professional engineering or architecture as defined by KRS Chapters 322 and 3223.
4. Unless otherwise required by the building official, special inspections are not required for buildings which are not required to be designed by a design professional per Section 106, Section 122 and table 122.1 of this code.
5. Unless otherwise required by the building official, special inspectors are not required for buildings assigned to Category IV per Table 1604.5.

1704.1.1 Building Permit Requirement: The permit applicant shall submit a Statement of *Special Inspections* as a condition for permit issuance. This statement shall include a complete list of materials and work requiring *special inspection* by this section. The inspections to be performed and a list of the individuals, approved agencies and firms intended to be retained for conducting such inspections.

PARTIAL PERMITS

The Building Code Official is authorized to issue a permit for any part of a building or structure before the plan complete package has been submitted. Upon request, the Building Code Official is also authorized to issue partial permits if an entire plan package has been filed but falls short of meeting the requirements for full permit.

The issuance of a partial permit is contingent upon adequate information and details having been filed to demonstrate compliance with all pertinent requirements of the Code.

SITE / FOUNDATION

The following items are required before a Site and Foundation Permit is to be issued. Not all items will be applicable on each project. All drawings shall be dimensioned and drawn to scale.

ARCHITECT/ENGINEER

The services of an Architect or Engineer shall be confirmed. When their services are required, the plans shall bear the seal and signature of the Architect and/or Engineer (KRS 322/323 and Table 122.1 of the KBC)

SITE PLAN

A site plan showing the location of the building and its distance to property lines and other buildings on the same property and finished grades shall be submitted. (Section 106.2 KBC)

SITE SURVEY

A plan illustrating the location of property lines and bearing the seal and signature of a land surveyor shall be submitted. (Section 106.2 KBC)

NOTICE:

Information for the installation of underground sprinkler supply lines shown on the site plan is not covered under a site and foundation permit. A separate letter of approval or disapproval shall be required for this work.

FOUNDATION PLAN

A foundation plan and details shall be submitted, including anchorage details.

FLOOR PLANS

A floor plan of the building with sufficient information to identify the Use Group shall be submitted. (Chapter 3, KBC)

Seismic Design Data & Letter of Special Inspection (Sections 1603.1.5 and 1704)

CONSTRUCTION TYPE

Sufficient construction details (i.e. exterior walls, interior bearing structure and floor/roof assembly) shall be submitted to confirm the building will comply with the minimum construction required. (Chapters 5 and 6 KBC)

FIRE WALLS

If a fire wall is provided, the location of this wall shall be identified on the foundation and floor plans. A full height section through the wall shall be submitted.

FIRE WALL – A wall designed with a noncombustible material, specified fire rating and structurally independent to allow collapse of construction on either side without causing collapse of the wall itself. A fire wall shall be continuous from footer to or through roof. (Section 705, KBC)

SUPPRESSION SYSTEM

Fire suppression design criteria shall be submitted when project requires a sprinkler system involving more than 10 sprinklers. This applies to limited systems as well as full coverage systems. (Section 903.2 and 302.1.1, KBC)

ADDITIONS

If the proposed structure is an addition to an existing structure, information confirming the following shall be submitted: (Section 3402, KBC)

- a) Construction Type;
- b) Fire wall location, construction and fire rating;
- c) Building area
- d) Number Stories
- e) Use group classification; and,
- f) Type suppression system (Full coverage of limited area).

FEE

The architectural plan review fee shall be paid in full before any release for construction can be issued. (Section 121, KBC)

SHELL

The following items are required before a Shell permit is to be issued. Not all items will be applicable on each project. All drawings shall be dimensioned and drawn to scale.

THE FOLLOWING ITEMS FROM SITE AND FOUNDATION PERMIT LIST

Architect/Engineer Additions	Suppression System Site Survey Foundation Plan	Site Plan Site Survey Fee
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FLOOR PLAN(S)

A floor plan illustrating location of interior partitions, means of egress, exit access, exit, and exit discharge and identification of rooms shall be submitted.

DOOR SCHEDULE

This schedule shall identify door size, hardware and fire ratings.

STRUCTURAL PLANS

All drawings pertinent to the erection of the buildings' structural system shall be submitted. These drawings shall consist of, but are not limited to, exterior/interior load bearing walls, floor/ceiling assemblies, roof structure and all pre-engineered/prefabricated systems (steel building, wood floor/roof trusses, laminated systems, etc.)

EXTERIOR WALLS

A complete set of construction details illustrating method and materials for the construction of exterior walls.

FIRE WALLS

If a firewall is provided or required, the floor plan shall identify the location. A full height section (drawn to scale) shall be submitted illustrating the method and materials for construction. (Section 705, KBC)

FIRE BARRIER/FIRE PARTITION ASSEMBLIES

If such a fire rated assembly is required or provided, the floor plan shall identify its location. A full height section shall be submitted illustrating method and materials for construction. (Section 706 and 708 KBC)

ENERGY CONSERVATION CALCULATIONS

Forms for the necessary calculations are available upon request. These calculations are required on all new buildings and additions.

NOTICE: *The construction of interior non-load bearing partitions, interior/exterior stairs or ramps, HVAC and electrical systems, and other areas are not reviewed as part of the Shell permit.*



PLAN APPLICATION FORM
CITY OF RADCLIFF
PLANNING AND DEVELOPMENT DEPARTMENT
411 W. LINCOLN TRAIL BLVD.
P.O. BOX 519
RADCLIFF, KY 40159-0519
(270) 351-1875



NOTE: Complete all applicable spaces

Please type or print

Today's Date _____

REV.11/2004

NAME OF PERSON _____	IS THE PLAN REVIEW FEE	<input type="checkbox"/> YES
SUBMITTING PLANS _____ PHONE () _____	INCLUDED WITH PLANS? (circle one)	<input type="checkbox"/> NO
MAILING ADDRESS: _____		
NO./STREET, HWY or ROAD (Please do not indicate P.O. Box or Postal Routes)	CITY	STATE ZIP CODE

BUSINESS & PROJECT NAME:
 (Or tenant name if multi-tenant building) _____

PROJECT LOCATION: _____

NO./STREET, HWY or ROAD (Please do not indicate P.O. Box or Postal Routes) CITY STATE ZIP CODE

PROJECT LOCATED WITHIN CITY LIMITS? YES NO

OWNER (INDIVIDUAL & COMPANY): _____ PHONE () _____

MAILING ADDRESS: _____

NUMBER / STREET, HWY, ROAD or P.O. BOX CITY STATE ZIP CODE

ARCHITECT (NAME & FIRM) _____ PHONE () _____

AS THE ARCHITECT LISTED ABOVE, I AM RESPONSIBLE FOR CONSTRUCTION CONTRACT ADMINISTRATION. YES NO

MAILING ADDRESS: _____

NUMBER / STREET, HWY, ROAD or P.O. BOX CITY STATE ZIP CODE

NOTE: DESIGN CERTIFICATION REQUIRED. All buildings or structures requiring professional design (Architect or Engineer) by Section 122 of the 2002 KBC shall include a statement from the design professional in responsible charge indicating the Seismic Design Category for this specific site and the applicability of Section 1621 (ARCHITECTURAL, MECHANICAL & ELECTRICAL COMPONENT SEISMIC DESIGN REQUIREMENTS) and a statement to that effect shall be included with the initial construction documents submitted to the building code official having jurisdiction.

ENGINEER (NAME & FIRM) _____ PHONE () _____

MAILING ADDRESS: _____

NUMBER / STREET, HWY, ROAD or P.O. BOX CITY STATE ZIP CODE

PROJECT CONTRACTOR: _____ PHONE () _____

MAILING ADDRESS: _____

NUMBER / STREET, HWY, ROAD or P.O. BOX CITY STATE ZIP CODE

BUILDING INFORMATION

NUMBER OF BUILDINGS IN THIS SUBMITTAL: _____ USE OF BUILDING(S) i.e. restaurant, office, classroom, storage or other (please specify) _____

BUILDING(S) IN THIS PROJECT IS/ARE: NEW FREESTANDING BUILDING NEW ADDITION TO EXISTING STRUCTURE RENOVATION ONLY

RENOVATION & ADDITION

TOTAL AREA IN NEW BLDG. OR ADDITION: _____ FT² NUMBER OF LEVELS (INCL. BASEMENT) _____ BASEMENT: YES NO

TOTAL AREA IN EXISTING BLDG: _____ FT² DATE CONSTRUCTION TO BEGIN: _____ ESTIMATED COMPLETION DATE: _____

TYPE OF PLAN SUBMITTALS

BUILDING PLAN SUBMITTALS (Check the type of evaluations requested at this time)		SHOP DRAWING PLAN SUBMITTALS (Check the type of evaluations requested at this time)	
BUILDING PLAN REVIEW	PLUMBING PLAN REVIEW	Suppression System <input type="checkbox"/>	Range Hood System <input type="checkbox"/>
Full Building Review <input type="checkbox"/>	Plumbing Review ONLY <input type="checkbox"/>	(Sprinkler, CO5, Etc.)	Fuel Tank <input type="checkbox"/>
Expedited Site & Foundation Review <input type="checkbox"/>	Water Supply Review <input type="checkbox"/>	Alarm Systems <input type="checkbox"/>	Elevator <input type="checkbox"/>
Expedited Tenant Fit-up Review <input type="checkbox"/>	Waste Water Review <input type="checkbox"/>	Boiler System <input type="checkbox"/>	Swimming Pool <input type="checkbox"/>
Partial Evaluation (please specify) <input type="checkbox"/>	Other (please specify) <input type="checkbox"/>	Bleacher Seating <input type="checkbox"/>	Prefabricated Truss <input type="checkbox"/>
_____	_____	_____	_____
SUBMIT ONLY ONE SET	SEE BACK OF THIS FORM FOR PLUMBING PLAN SET REQUIREMENTS	SUBMIT ONLY ONE SET OF PLANS FOR THE ABOVE	

THE INFORMATION IN THIS SECTION IS FOR THE DIVISION OF PLUMBING (TO BE COMPLETED BY PERSON SUBMITTING PLANS)

DESIGN CAPACITY OF BUILDING: NO. OF MALES _____ NO. OF FEMALES _____ ARE RESTROOMS ACCESSIBLE TO PUBLIC? YES NO

SEWAGE DISPOSAL: TYPE: MUNICIPAL PRIVATE ARE RESTROOMS ACCESSIBLE TO DISABLED? YES NO

WATER SUPPLY: PUBLIC DRILLED WELL PUBLIC HAULED WATER ROOF WATER PUBLIC STREAM

IF PRIVATE, INDICATE THE TYPE AND THE DESIGN: _____

BY WHOM: _____

NAME	TITLE	REGISTRATION NUMBER
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THIS SECTION TO BE COMPLETED BY THE LOCAL HEALTH DEPARTMENT OFFICIAL
(Must be completed prior to sending Plumbing Plans to Frankfort)

REVIEWED BY: _____

TITLE: _____ DATE: _____

APPROVED BY (COUNTY OR DISTRICT HEALTH DEPARTMENT)

THIS AREA FOR DEPARTMENT USE ONLY

FOR YOUR INFORMATION ONLY

1. A Plan Submission Application Guide (PSAG) describing the plan submission procedures is available upon request. Copies may be obtained by calling or writing to the City of Radcliff, Planning and Development Department. Our telephone number is (270) 351-1875. Local Boards of Health should also be aware of these procedures.
2. KRS Chapters 322 & 323 should be consulted to determine the requirements for a Registered Design Professional such as an Architect and / or Engineer.
3. **PLUMBING:** Plumbing installations shall be made in conformance with the State Plumbing Code. The plumbing systems shall be shown in plan view and elevation view (Riser Diagram). These plans shall indicate the location of all fixtures, water distribution system and soil, waste & vent pipe systems. The size and material of all soil, waste & vent piping shall be clearly stated on the plans.
4. Check the regulations that may be applicable to the building type, such as: Kentucky Food Services Regulation, Kentucky Youth Camp Regulation, Kentucky Retail Food Market Regulation, etc.

???? HOW MANY SETS OF PLANS TO SUBMIT ????

I. NUMBER OF PLAN SETS REQUIRED TO BE SUBMITTED: Of the number of plan sets required, at least one shall be a complete set of construction documents and the remaining sets may consist of plumbing plans only. Note: When submitting plans for specialized systems such as fire alarm or fire sprinkler systems, only one (1) set of plans is required. Any plan submittal that does not involve plumbing should only have one (1) plan for the City of Radcliff, Planning and Development Department.

NOTE: A plan set consists of 1 plan and 1 plan application form.

NOTE: When copying this form it is not necessary to copy this side.

II. ADDITIONAL PLAN SETS REQUIRED:

- 1) Project has a swimming pool – add one (1) plumbing plan set.
- 2) Project has a private water supply – add one (1) plumbing plan set.
- 3) Project has a private sewage disposal system with treated effluent – add one (1) plumbing plan set.

SPECIAL PERMITS ARE REQUIRED FOR WATER SUPPLY AND WASTE WATER DISCHARGE PROJECTS

Application and fees are required to be submitted to the City of Radcliff, Planning and Development Department for the following facilities:

1. **WASTE WATER DISCHARGE PROJECTS**
 - a. Private packaged treatment plant with surface discharge.
 - b. Sanitary sewer extension that includes a manhole or lift station.
 - c. Extension or addition to a sanitary sewer district with no building structures involved.
 - d. Individual pre-treatment facilities.
2. **WATER SUPPLY PROJECTS**
 - a. Private water supply to individual structure (Excluding Single Family Dwellings).
 - b. Addition to city or county water districts.
 - c. Water supply treatment plants.

TO OBTAIN SPECIAL APPLICATION FORMS AND TO DETERMINE IF A FEE IS REQUIRED, CONTACT THE CITY OF RADCLIFF, PLANNING AND DEVELOPMENT DEPARTMENT AT (270) 351-1875.

CITY OF RADCLIFF
 PLANNING AND DEVELOPMENT DEPARTMENT
 2007 KBC PLAN REVIEW FEE WORKSHEET
 (PLAN REVIEW FEES ARE NOT REQUIRED FOR PROJECTS THAT INVOLVE PLUMBING ONLY)

FEE PAID BY: _____ PH. () _____

Date: _____

COMPANY: _____

Check #: _____

MAILING ADDRESS: _____

Check Amt: \$ _____

CITY/STATE/ZIP: _____

FOR:
 BUSINESS NAME: _____

PROJECT NAME: _____

STREET NAME: _____

CITY: _____ COUNTY _____

(Please indicate if inside the city limits, YES or NO)

CALCULATING YOUR FEE

When calculating the total (gross) area, please use the outside dimensions of the structure. Include the area of all usable floor space, mezzanine levels, basements and all areas within horizontal projection of the roof.

NEW CONSTRUCTION:

Cost per square foot: _____ X total area _____ = FEE \$ _____
 (SEE FEE SCHEDULE)

ADDITIONS TO EXISTING BUILDINGS:

Cost per square foot: _____ X total area _____ = FEE \$ _____
 (SEE FEE SCHEDULE)

ALTERATIONS OR REPAIRS:

.0025 x cost of alterations \$ _____ or same as NEW CONSTRUCTION, whichever is less = FEE \$ _____

TOTAL FEE THIS SECTION \$ _____

The minimum fee for review of plans under this section shall be two hundred dollars. **(\$250).**

Include the following specialized fees only when the plans for the specialized system accompany payment.
 See **FEE SCHEDULE** on reverse side for specialized fees.

Sprinkler Fee _____	Clean Agent Suppression Fee _____
Fire Detection Fee _____	Commercial Range Hoods _____
Standpipe Fee _____	Dry Chemical Systems _____
CO ² Suppression Fee _____	Haz. Materials Tank Fee _____
Foam Suppression Fee _____	TOTAL SPECIALIZED FEES _____

When submitting plans, please include one copy of the worksheet, the required number of plans and your check, rounded to the nearest dollar, made payable to the **City of Radcliff**. The **name** and **location** of the project must be indicated on the check and plans to ensure proper credit.

SUBMIT TO:
 City of Radcliff
 Planning and Development Department
 411 W. Lincoln Trail Blvd.
 P. O. Box 519
 Radcliff, KY 40159-0519
 (270) 351-1875

SEE FEE SCHEDULE ON REVERSE SIDE

**2007 KENTUCKY BUILDING CODE
SECTION 121.0 PLAN REVIEW AND INSPECTION FEES**

Minimum fee for the review of plans under this section shall be \$250.

121.1 **General:** A permit to begin work for new construction, alteration, removal or other building operations shall not be issued until the fees prescribed by law shall have been paid to the Department, if applicable, and to the local building department. If an amendment to a permit necessitates and additional fee because of an increase in the estimated cost of the work involved, the permit shall not be approved until the additional fee has been paid.

121.3.7 **Change in use:** Plan review fees for existing buildings in which the use group or occupancy type is changed shall be calculated in accordance with Table 121.3.1 by using the total square footage of the entire building or structure under the new occupancy type as determined by the outside dimensions. Minimum fee for review of plans under this section shall be \$250.

121.2 **Special fees:** Payment of fees for construction, alteration or removal, and for all work done in connection with or concurrently with the work contemplated by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees that may be prescribed by law or ordinance for water taps, sewer connections, electrical permits, erection of signs and display structures, marquees or other appurtenant structures, or fees of inspections or certificates of occupancy or other privileges or requirements established by law.

121.3.8 **Alterations and repairs:** Plan review fees for alterations and repairs not otherwise covered by this fee schedule shall be calculated by multiplying the cost for the alterations or repairs by 0.0025; or calculated by multiplying the total area being altered, or listed in Table 121.3.1, whichever is less. The total square forage shall be determined by the outside dimensions of the area being altered or repaired. The minimum fee for review of plans under this section shall be \$250.

121.3 **State jurisdiction:** The fees for plan examination and inspection functions required by the Department of Housing, Buildings and Construction shall be as prescribed in Sections 121.3.1 through 121.3.17, as applicable.

121.3.9 **Specialized fees:** In addition to the above fees, the fees in Table 121.3.9 shall be applied for the specialized plan reviews listed.

121.3.1 **Fee schedule:** The fees shall be paid in accordance with Table 121.3.1.

Table 121.3.9

AUTOMATIC SPRINKLER REVIEW FEE TABLE

Sprinkler heads	Fee
004 – 025	\$150
026 – 100	\$200
101 – 200	\$250
201 – 300	\$275
301 – 400	\$325
401 – 750	\$375
Over 750	\$375 plus 30 cents per sprinkler over 750

Table 121.3.1

OFFICE OF HOUSING FEE SCHEDULE

Occupancy type	Cost per square foot
Assembly	14 cents
Business	13 cents
Day care centers	13 cents
Educational	13 cents
High hazard	12 cents
Factory / Industrial	12 cents
Institutional	14 cents
Mercantile	13 cents
Residential	13 cents
Storage	11 cents
Utility and Miscellaneous	11 cents

121.3.2 **Submission of plans and fees:** All plans and specifications required to be submitted to the Department by this code shall be accompanied by the applicable fee as set forth herein, rounded to the nearest dollar.

121.3.10 **Fire detection system review fee:** Zero to 20,000 square feet shall be \$275; over 20,000 square feet shall be \$275 plus \$30 for each additional 10,000 square feet in excess of 20,000 square feet.

121.3.4 **Construction approval:** Approval for construction shall not be issued by the Department until all required fees have been paid.

121.3.11 **Standpipe review fee:** \$275 (combination standpipe and riser plans shall be reviewed under the automatic sprinkler review fee schedule).

121.3.5 **New construction:** Departmental plan review fees for new buildings shall be calculated by multiplying the total building area under construction by the cost per square foot of each occupancy type as listed in Table 121.3.1. Total square footage of the building shall be determined by the outside dimensions of the building. Minimum fee for review of plans under this section shall be \$250. The fee for buildings with multiple or mixed occupancies may be calculated by using the cost per square foot multiplier of the predominant use.

121.3.12 **Carbon dioxide suppression review fee:** One to 200 pounds of agent shall be \$275, over 200 pounds of agent shall be \$275 plus 5 cents per pound in excess of 200 pounds.

121.3.6 **Additions to existing buildings:** Plan review fees for additions to existing buildings, which shall not require the entire building to conform to the Kentucky Building Code, shall be calculated in accordance with Table 121.3.1 by the measurements of the square footage of the addition, as determined by the outside dimensions of the addition.

121.3.13 **Clean agent suppression system review fee:** Up to 35 pounds of agent shall be \$275; over 35 pounds shall be \$275 plus 10 cents per pound in excess of 35 pounds. The fee for gaseous systems shall be 10 cents per cubic foot and not less than \$200.

121.3.14 **Foam suppression system review fee:** \$.50 per gallon of foam concentrate where the system is not part of an automatic sprinkler system. Foam suppression system plans that are submitted as part of an automatic sprinkler system review fee schedule. The fee for review of plans under this section shall not be less than \$275 or more than \$1,500.

121.3.15 **Commercial range hood review fee:** \$225 per hood. Includes range hood and suppression system plans.

121.5.15.1 Commercial range hood extinguishing system review fee. \$150 per system when the range hood extinguishing system is submitted separate from the range hood system.

121.3.16 **Dry chemical systems review fee (except range hoods):** One to 30 pounds of agent shall be \$275; over 30 pounds of agent shall be \$275 plus 25 cents per pound in excess of 30 pounds.

FIRE SUPPRESSION DESIGN CRITERIA

CASE NUMBER¹: _____ DATE: _____

PROJECT OR FACILITY NAME: _____

STREET ADDRESS: _____

CITY: _____ COUNTY _____

WATER FLOW INFORMATION: (See work sheet on reverse side)

STATIC:	_____	PSI
RESIDUAL:	_____	PSI
WATER FLOW:	_____	GPM
DURATION: ²	_____	MIN
SOURCE OF WATER SUPPLY: ³	_____	
SOURCE OF WATER FLOW DATA: ⁴	_____	
DATE AND TIME OF WATER FLOW TEST: ⁵	_____	
ANTICIPATED WATER DEMAND: ⁶	_____	PSI
	_____	GPM
CLASSIFICATION OF HAZARD(S): ⁷	_____	

OCCUPANCY OF BUILDING: ⁸	_____	
SPECIFIC TYPES OF SUPPRESSION SYSTEM(S):	_____	

NFPA STANDARD(S) FOLLOWED IN DESIGN: ⁹	_____	

EXPLANATORY NOTES:

1. CASE NUMBER: (if known)
2. DURATION: The length of time that the water source is capable of providing adequate water during a fire condition.
3. SOURCE OF WATER SUPPLY: Tank, Lake, Etc.
4. SOURCE OF WATER FLOW DATA: Person or persons who conducted test.
5. DATA AND TIME OF WATER FLOW TEST: Water flow test shall have been conducted within the past six months.
6. ANTICIPATED WATER DEMAND: Minimum water and pressure required to operate this system.
7. HAZARD CLASSIFICATION: Light, Ordinary Group 1, 2, 3, Extra Hazard Group 1, 2.
8. OCCUPANCY OF BUILDING: Mercantile, Restaurant, Office, School, Industrial Plant, etc.
9. NFPA STANDARD(S) FOLLOWED IN DESIGN: 13, 14, 22, 24, 230 etc.

I _____, verify that the fire suppression design criteria is in accordance with all applicable codes and standards adopted by the Commonwealth and that the water flow information noted above is true and accurate. I further acknowledge that I have reviewed the anticipated water demand for this system and find the actual water flow and pressure adequate to serve this system. It is understood that I will be responsible for the approval of the final shop drawings prior to their submittal to the City of Radcliff Planning and Development Department:

COMPANY: _____

STREET: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____

AFFIX SEAL AND SIGNATURE HERE

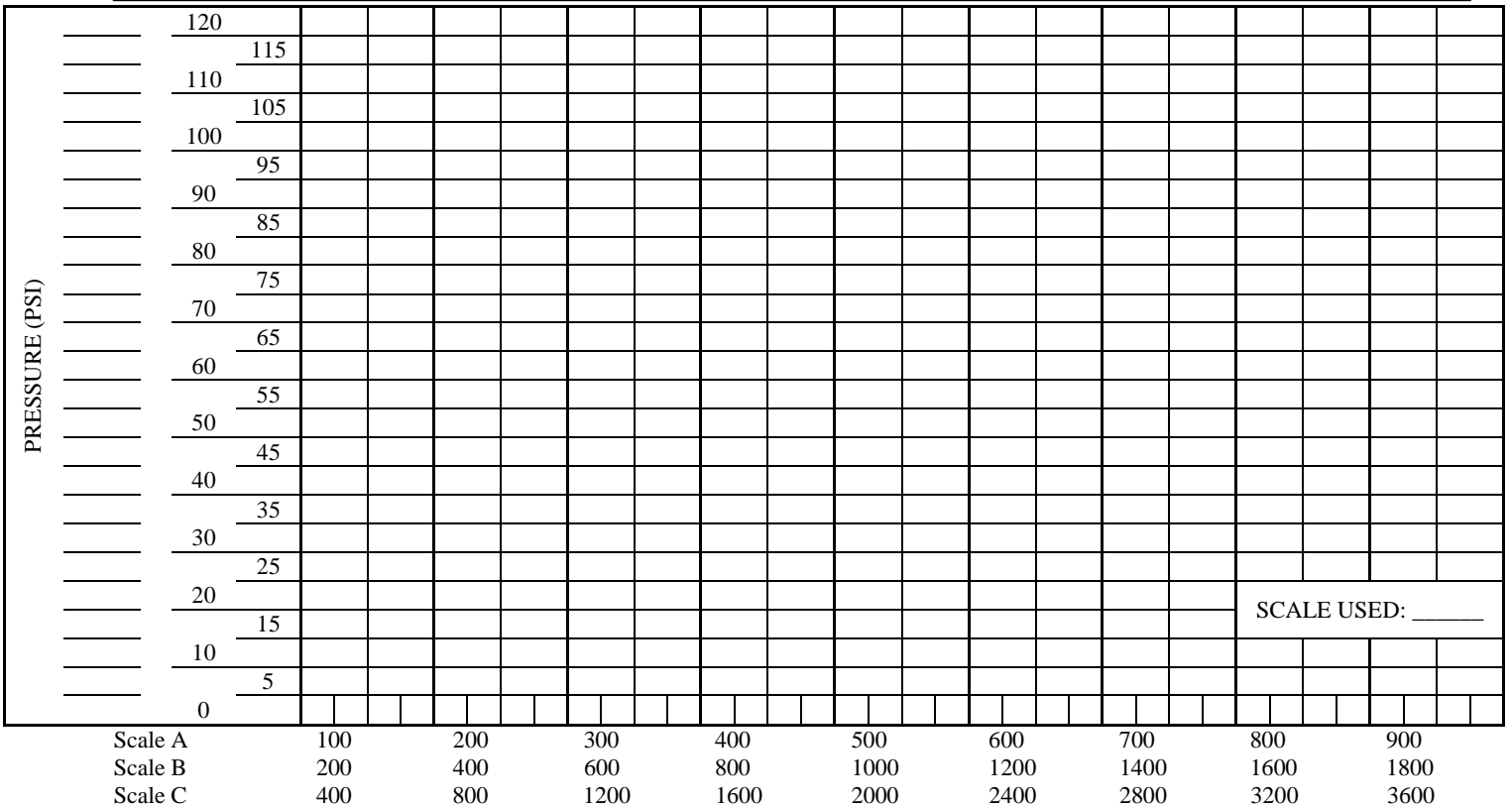
FIRE FLOW TEST DATA SHEET

STATIC PRESSURE (psi)	RESIDUAL PRESSURE (psi)	PITOT PRESSURE (psi)	FLOW (gpm)	HYDRANT NOZZLE COEFFICIENT	HYDRANT #	HYDRANT BUTT #	FLOW OPENINGS (inches)	REMARKS

INSTRUCTIONS:

1. Sketch the site showing road(s), building(s), water main(s) and location of test hydrants.
2. Record the test data in the table provided.
3. Plot the graph and determine required design data.
4. Transpose data on the Fire Suppression Design Criteria cover sheet (reverse side).

SKETCH TEST LOCATION HERE



NOTE: Indicate scale used on graph.

FLOW – GPM

CODES CURRENTLY ADOPTED BY KENTUCKY

- 2002 Kentucky Building Code (Based on the 2000 International Building Code)
- 2000 International Mechanical Code
- 1999 Kentucky Fire Prevention Code (Standards of Safety)
- 2000 International Energy Conservation Code
- 2002 Kentucky Residential Code (Based on the 2000 International Residential Code)
- 2002 Kentucky Building Code (Day Care Centers – see Section 420 for special requirements)
- 2002 NFPA 70 National Electrical Code (Effective 3 – 15 – 2002)
- 2000 International Fire Code (IFC) (New construction projects, only when specifically referenced by the body of KBC)
- 2000 NFPA 101 – Life Safety Code (Health Care Facilities)
- 2000 International Fire Prevention Code for Portable Extinguishers (Section 906)
- 1996 State Boiler Regulation
- 2002 NFPA 13 – Sprinkler Systems
- 2002 NFPA 13D – Sprinkler Systems – One/Two Family Dwelling
- 2002 NFPA 13R – Sprinkler Systems in Residential Occupancies
- 2003 NFPA 14 – Standpipe, Hose Systems
- 2002 NFPA 72 – Fire Alarm

The above is only representative of the many codes and standards currently used in Kentucky; and, is for reference only. For specific applications not listed above, contact the City of Radcliff, Planning and Development Department at (270) 351-1875 or refer to Chapter 35 of the KBC.

Building Permit Number: _____

Project Name: _____

**AFFIDAVIT OF ASSURANCES
PURSUANT OF KRS 198B.060(10)**

Comes the Applicant, (Please Print Name) _____ and states pursuant to KRS 198B.060(10), that all contractors and subcontractors employed or that will be employed on any activity under the above referenced project shall be in compliance with the Commonwealth of Kentucky requirements for Workers' Compensation Insurance (according to KRS Chapter 342) and Unemployment Insurance (according to KRS Chapter 341).

This the _____ day of _____, 20____.

CONTRACTOR, OWNER OR OWNER'S AGENT

The foregoing Affidavit of Exemption was acknowledged and sworn to before me by _____, Applicant, on this the _____ day of _____, 20____.

NOTARY PUBLIC
KENTUCKY STATE AT LARGE

MY COMMISSION EXPIRES _____

Note: This Affidavit of Assurances shall be submitted for any project. Persons claiming exemption to the Workers' Compensation Laws should file an Affidavit of Exemption with the Kentucky Department of Workers' Claims, Division of Security & Compliance, 1270 Louisville Road, Frankfort, Kentucky 40601 (800/554-8601). **Form is available upon request.**

SEISMIC DESIGN CATEGORY DETERMINATION

The earthquake design and construction requirements are intended to minimize hazard to life, increase the expected performance of buildings and non-building structures when subjected to earthquake effects and improve the capability of facilities that are required for post-earthquake recovery to function during and after an earthquake. The code provisions are the minimum criteria considered prudent and economically justified for life safety. The loads in this section are to be used with the strength design or allowable stress design methods cited in the structural material sections of the code.

One of the first steps in the design of a structure for earthquake forces is the determination of the seismic design category. The seismic design category is necessary even to determine if a structure is exempt from the seismic design requirements unless the mapped values, S_S and S_1 , are less than or equal to 0.15g and 0.04g, respectively, or the design spectral response accelerations, S_{DS} and S_{D1} , are less than or equal to 0.167g and 0.067g, respectively. The following example provides step-by-step instructions on how to determine a structure's seismic design category.

Determination of seismic design category

Step 1: Determine the mapped maximum considered earthquake spectral response acceleration at short periods, S_S , and at 1-second period, S_1 , for the site location from Code Figures 1615(1) through 1615(10).

Step 2: Determine the (soil) site class in accordance with Table 1615.1.1.

Step 3: Determine the site coefficients F_a and F_v from Tables 1615.1.2(1) and 1615.1.2(2), respectively.

Step 4: Determine the 5-percent damped design spectral response acceleration at short periods, S_{DS} , and at 1-second period, S_{D1} , as follows:

$$S_{DS} = (2/3)(F_a)(S_S)$$

$$S_{D1} = (2/3)(F_v)(S_1)$$

Step 5: Determine seismic use group in accordance with Table 1604.5 and Section 1616.2. Footnote "a" to the table indicates that "category" is equivalent to "seismic use group". Therefore, Categories I through III correspond to Seismic Use Groups I through III. Category IV is considered to be included in Group I.

Step 6: Determine the seismic design category as prescribed by Tables 1616.3(1) and 1616.3(2). The highest of the seismic design categories from the two tables is the category assigned to the building. For example, if the seismic design category from Table 1616.3(1) was D and from Table 1616.3(2) was C, then the building would be assigned a Seismic Design Category D.



City of Radcliff
Planning and Development Department
411 W. Lincoln Trail Blvd.
P. O. Box 519
Radcliff, KY 40159-0519
Telephone: (270) 351-1875

MEMORANDUM

TO: Fire Sprinkler System Contractors &
All Users of the Kentucky Building Code (KBC)

FROM: Dale W. Painter, Senior Building Official

SUBJECT: Fire Suppression System Design Requirements
(KRS 198B.550 to KRS 198B.630)

The fire protection system shop drawings shall be submitted to the building official having jurisdiction and must adhere to the following:

- I. The fire suppression design criteria form shall be submitted with the initial set of architectural plans. The design criteria shall be signed and sealed by a professional engineer registered in the Commonwealth of Kentucky or by a KY licensed certificate holder (who is NICET certified at Level III or IV) of a licensed fire protection contractor. Ref. KRS 198B.565 (1)

Minimum Information Required in Fire Suppression Design Criteria:

1. Available water flow (gpm), static and residual water pressure (psi).
2. Source of water supply and duration if it is available.
3. Source of water flow data (person that conducted test) including date and time of test.
4. Anticipated water flow demand.
5. State the specific classification of the hazard(s).
6. The occupancy or use of the building.
7. Specify the type of fire protection system(s).
8. State the specific NFPA standard(s) to be followed.

Note: For your convenience a form is attached for you to submit the above information.

Fire Suppression System Design Requirements

Page 2

- II. Contractor's shop drawings shall be submitted with all of the technical information to show conformance with the specific NFPA standard(s) and the Kentucky Building Code prior to installation of the system; and
 1. If a professional engineer has submitted the fire suppression design criteria, then the shop drawings shall be submitted through the professional engineer for his approval and then forwarded to the authority having jurisdiction. Ref. KRS 198B.565(2).
 2. If the licensed contractor submitted the design criteria, then the shop drawings shall be submitted directly to the authority having jurisdiction. All drawings shall bear the seals and signature of the licensed certificate holder and the licensed fire protection contractor. Ref. KRS 198B.565(2)(3).
 3. All drawings shall bear the seal and signature of the certificate holder of the licensed contractor or a professional engineer and the seal of the licensed contractor. Ref. KRS 198B.585(2).
- III. A licensed plumbing contractor may make the installation where there are ten- (10) sprinklers or less in a building or structure served by a domestic water supply, provided the plans have been approved by the authority having jurisdiction and contain the following information:
 1. A riser diagram showing the source of the water supply, pipe size and arrangement (must comply with NFPA 13 for hydraulic calculations).
 2. Type and size of sprinklers.
 3. Two- (2) check valves or a double backflow prevention device installed between the system and the water supply. Ref. KRS 198B.560(4).

Should there be any questions, please feel free to call us.